

WAR AND NAVY DEPARTMENTS AND
OFFICE OF STRATEGIC SERVICES
The Joint Intelligence Study Publishing Board

23 October 1943

JANIS MEMORANDUM No. 15

Subject: Instructions Regarding the Preparation of all JANIS Material.

1. All JANIS material submitted to the Joint Intelligence Study Publishing Board will be prepared in accordance with instructions set forth in this memorandum. All previous memoranda (JANIS Memoranda Nos. 2, 5, 7, and 12) concerning the preparation of JANIS material are hereby cancelled.

2. Classification.

(a) Joint Army and Navy Intelligence Studies (JANIS) will normally be classified as "Confidential".

(b) The Chief of the Branch preparing a chapter of JANIS will be responsible for determining the classification (Restricted, Confidential, or Secret) of the text, illustrations, tables, figures, and plans prepared.

(c) The classification of the text will be marked on the cover and each page.

(d) The classification of all illustrations, tables, figures, and plans will be marked on the original copies. Overlays which contain classified information will also be marked with the proper classification.

(e) Over classification must be avoided. All material included in JANIS will be assigned the lowest classification consistent with the proper safeguarding of the information concerned. Nothing will be given a higher classification than it merits regardless of the classification of the source material.

(f) JANIS chapters X, XI, XII, and XIII, on Army, Army Air, Navy, and Navy Air, will be published in looseleaf form and bound separately. They may be classified "Secret" if necessary.

3. Preparation of Text.

(a) All text will be submitted in original and duplicate form. The original (on heavy paper) and the copy (on onion skin) will be prepared on 8 x 12 1/2 inch paper. Triple spacing and indentations will be made as shown on the attached sample pages of JANIS manuscript. The type of reproduction to be used on JANIS requires only that the text be legible and permits corrections to be made on the original manuscript.

(b) Numbers will be applied to topics on all material submitted.

(c) Each chapter will be accompanied by a brief summary of its operational aspects for inclusion in chapter 1.

15
DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: HR 78-2
DATE: APR 86 REVIEWER: 018557

(d) In making cross references use topic numbers and letters.
See sample page attached, ~~50-A~~ 90B(2).

(e) A bibliography will be prepared according to sample page attached and will be included in each chapter submitted to the JISPB. Text references to bibliography will include the reference and page number at the end of the sentence and raised above the line, e.g. "... the area. 2:21-7"
See sample text page attached, topics ~~50-A and 50-B~~ 90A and 90B. Numbering of references will start over with each chapter.

4. Preparation of Tables.

(a) An original and duplicate of each table will be submitted.

(b) It is desirable that all tables be arranged, where practicable, so the reader will not have to turn the book.

(c) All tables will be numbered and referred to by number. Table numbers will appear in the center above the table. Tables will be numbered consecutively in each chapter and will include the chapter number. All tables will be completely titled and dated, with titles centered below the table number.
Examples:

Table VI-3
United States, Hospital Facilities, 1939

Table V-28
Richmond, Repair and Service Facilities, June 1943

(d) Notation will be made beside the line in which first reference is made, if the table is less than page size. Example: "The minister is always an officer of the army, and under the King, the effective head of the armed forces (see Table X-1)".

(e) The reproduced size of single page tables will be limited to 8 1/2 x 11 inches, exclusive of margins. This provides for 1 1/4-inch binding margin, 1/2-inch margin on the opposite edge, 1 5/8-inch margin at top (5/8 of which will be used for table number and title), and 1 inch at bottom.

(f) Fold-in tables will be designed for only 1 fold, with the fold parallel to the binding edge. For example, the reproduced size of a single fold table will be limited to 12 1/2 inches in height, exclusive of margins, with the width limited to 17 inches exclusive of margins. The number of fold-in tables will be held to a minimum and will not exceed 4 to a chapter if practicable.

(g) There may be exceptional cases where the nature of tables requires that they be reproduced in a size larger than 1-fold. In those cases the tables will be contained in the plans pouch, and assigned a plan number. Tables over 1 page of manuscript and single spaced will be placed at the end of the chapter.

5. Preparation of Figures.

(a) Figures are those maps, charts and diagrams bound in with text. They will be submitted in original form and 2 copies.

(b) It is desirable that all figures be arranged, where practicable, so the reader will not have to turn the book.

(c) All figures will be numbered and referred to by number. Figure numbers will appear in the upper right hand corner above the figure. Figures will be numbered consecutively in each chapter and will include the chapter and JANIS number and classification. All figures will be completely titled and dated. Example:

Figure VII-3
JANIS No. 38
Confidential

(d) Notation will be made beside the line in which first reference is made if the figure is less than page size. Example: "Their boats are clever arrangements of walrus hide stretched over a driftwood frame (Fig. VII-3)".

Fig. VII-3

(e) The reproduced size of single page figures will be limited to 8½ x 11 inches, exclusive of margins. This provides for 1¼-inch binding margin, 1 5/8-inch margin at top (5/8 of which will be used to carry figure number), 1/2-inch margin opposite the binding margin, and 1 inch at bottom.

(f) Figures will be designed for page size or less if possible, but in exceptional cases may have 1 fold. In the latter case the fold will be parallel to the binding edge. The reproduced size of a single fold figure will be limited to 12½ inches in height, exclusive of margins, with the width limited to 17 inches, exclusive of margins. The number of fold-in figures will be held to a minimum.

(g) Complete specifications for reproduction are to be attached to the back of each figure. Specifications should include: the number, title, colors involved, and dimension when reduced or enlarged.

6. Preparation of Illustrations.

(a) Each contributing agency will select the illustrations for its text. A negative and 2 positives of each illustration will be submitted.

(b) It is desirable that all illustrations be arranged, where practicable, so the reader will not have to turn the book.

(c) All illustrations will be numbered and referred to by number. Illustrations will be numbered consecutively in each chapter and will include the chapter number. Numbers will be centered at bottom edge. All illustrations will be carefully titled, captioned, dated, and will have direction noted thereon. Example:

Illust. VII-4, London
View south from Prince George St. (West End) to Masonry Bridge. About 1938.

(d) Notation will be made beside the line in which first reference is made if the illustration is less than page size. Example: "The main artery is Maria Louisa Blvd. (Illust. V-4)".

(e) Illustrations may vary from column width (4 inches) to 2-column width (8 $\frac{1}{2}$ inches). Full page illustrations will be limited to 8 $\frac{1}{2}$ x 11 inches, exclusive of margins. This provides for 1 $\frac{1}{4}$ -inch binding margin, 1/2 inch opposite the binding edge, 1 inch at top of page, and 1 5/8 inches at bottom (5/8 of which may be used to carry numbers, titles, etc.).

(f) In exceptional cases illustrations may have 1 fold. If so, the fold will be parallel to the binding edge. The reproduced size of a single fold illustration will be limited to 12 $\frac{1}{2}$ inches in height, exclusive of margins, with the width limited to 17 inches, exclusive of margins. The number of fold-in illustrations will be held to a minimum.

(g) Captions and titles will be typed and securely attached to each illustration. It is most desirable to attach them to the original before copies are made for JANIS manuscript.

7. Preparation of Plans.

(a) Plans are all figures, illustrations, and tables which are over 1-fold size. They will be submitted in original form and 2 copies.

(b) All plans will be numbered and will be referred to by that number. Plan numbers will appear in the upper right hand corner of the plan, outside the border line and will include the JANIS number and classification. Those plans which concern a specific chapter will be numbered consecutively and will contain the chapter number. Example:

Plan V-3
JANIS No. 6
Restricted

(c) All plans will be completely titled and dated.

(d) Complete specifications for reproduction are to be attached to the back of each plan. Specifications will include: the plan number, title, colors involved, and dimension when reduced or enlarged.

(SAMPLE PAGE OF JANIS TEXT)

CLASSIFICATION

CHAPTER IX

PEOPLE AND GOVERNMENT

90. Social and Political Background.

A. Pertinent facts on social, political, and economic history. The period from the discovery of the Philippines by Magellan in 1521 to the inauguration of the commonwealth of the Philippines in 1935 is covered here. For the earlier period there are only sparse records from Chinese, Arabian, and Indian sources. 1:201-2

The discovery of the Philippines by Magellan in 1521 marked the beginning of modern Philippine history. After 1521 several ill-fated Spanish expeditions were dispatched from Mexico, but it was not until 1565 that a permanent Spanish colony was established. 5:607

B. Contemporary social aspects.

(1) Spanish occupation. For over three centuries from 1565 to 1898 the Spanish ruled the islands. ⁴ During most of this period the Philippines were governed by the Viceroy of Mexico.

(2) American occupation. The American occupation of the Philippine Islands began with the Island of Manila in 1898. (See Chapter X, Topic No. 106 A). Almost immediately thereafter, President McKinley announced that the Philippine Islands were not to be exploited for the aggrandizement of the American people.

(5)

(SAMPLE PAGE OF JANIS BIBLIOGRAPHY)

CHAPTER IX

BIBLIOGRAPHY

1. Brooks, C. E. P.
1926. CLIMATE THROUGH THE AGES; A STUDY OF THE CLIMATIC FACTORS
AND THEIR VARIATIONS. 439 pp., illus. London.
2. Daly, Reginald A.
1929. SWINGING SEALEVEL OF THE ICE AGE. Geol. Soc. Amer. Bul. 40:
721-734.
3. Matthes, François E.
1939. REPORT OF COMMITTEE ON GLACIERS. Amer. Geophys. Union Trans.
20 (4): 518-523.
4. Penck, Albrecht.
1914. THE SHIFTING OF THE CLIMATIC BELTS. Scot. Geog. Mag. 30:
281-293, illus.
5. Snider, Luther C.
1932. EARTH HISTORY. 683 pp., illus. New York.